

Procure to Pay Training

Department of Procurement, Contract & Grant Administration **Robin Smith**

District Court Training

Introduction - About DPCGA



A little bit about us...

- Kevin Jones, Deputy Director of Procurement, Contract, and Grant Administration (DPCGA)
- Robin Smith, Procurement Specialist, "Buyer"

The Procurement Department concentrates on the bid solicitation process, contracts, etc., and oversees the purchasing functions of the GEARS system, including:

- Contracts
- Requisitions
- Purchase Orders
- Express Purchase Orders
- Judiciary's Procurement Credit Card (P-Card) Program

Introduction - About DBF



A little bit about us...

- Laura Jones, Director District Court Finance
- Larry Tucker, Deputy Director District Court Finance

The Department of Budget and Finance handles the accounting, budgeting, and all financial services of the Judiciary. Key functional responsibilities include:

- Review and recording of Accounts Payable and Revenue transactions.
- Justification and execution of the Judiciary budget.
- Oversight of the security and operational aspects of the financial computer operating system (GEARS).

Introductions

- ► Introduce Yourself...
 - ► Your Name
 - ► Your Title
 - ► Your Court/Program Location

Going to Cover:

- Understanding the Chart of Accounts
- ➤ Vendor Search & Verification
- Completing a Vendor Maintenance Form
- > Lifespan of a Procure to Pay Document
- > PO, Receipt & Contract Requirements Summary
- Things to Remember for Procurement Documents
- Creating a Requisition
- Creating an Express PO
- Managing Requisitions
- > Finding an Existing PO
- Verifying your PO Information
- > PO Buydown Report
- Creating a Receipt

Going to Cover:

- Creating Vouchers
- Voucher Tips
- How to Correct Exceptions/Errors
- Payment Information
- Liability Offset
- What to Pay
- Prior Balance Research
- Voucher Activity Inquiry
- > RIR Notifications
- Finding an Existing Voucher
- Marking Corrections to a Voucher
- How to Recycle a Voucher
- Monitoring Procurement Documents
- PO Close Request
- Questions

Understanding the Chart of Accounts (COA)

- The COA is used to categorize expenses and revenue into "buckets" for tracking and reporting. This is done by various elements within the COA, which can then identify the exact purpose of the funds.
 - ► PCA Each court has a variety of Project Cost Accounts (PCA's) for revenue and expenditures, i.e. B0200, B0211, B0219, B0223 and 02010, 02030. For expense PCA's, the last digit also indicates the fund type.
 - Fund The Judiciary has four fund types.
 - ► General (GF-01)
 - Special (Land Records, SF-03)
 - ► Federal (FF-05)
 - ► Reimbursable (RF-09)
 - Appropriation Year Each appropriation year begins July 1 and ends June 30. It is based on the ending date. We are currently in AY2019 (and have been since July 1, 2018).

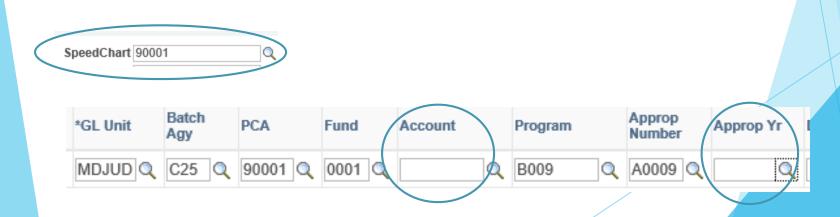
Understanding the Chart of Accounts

- Batch Agency All district courts use C50 for expenses, but have their own unique batch agency for revenue transactions, i.e. JUD01, C01.
- Account This is the lowest level of the COA and identifies the specific type of expense or revenue, i.e. 0902 Office Supplies or 5466 GF revenue.
- All fields of the Chatfield's are required to define and validate funding.
- **Example:**

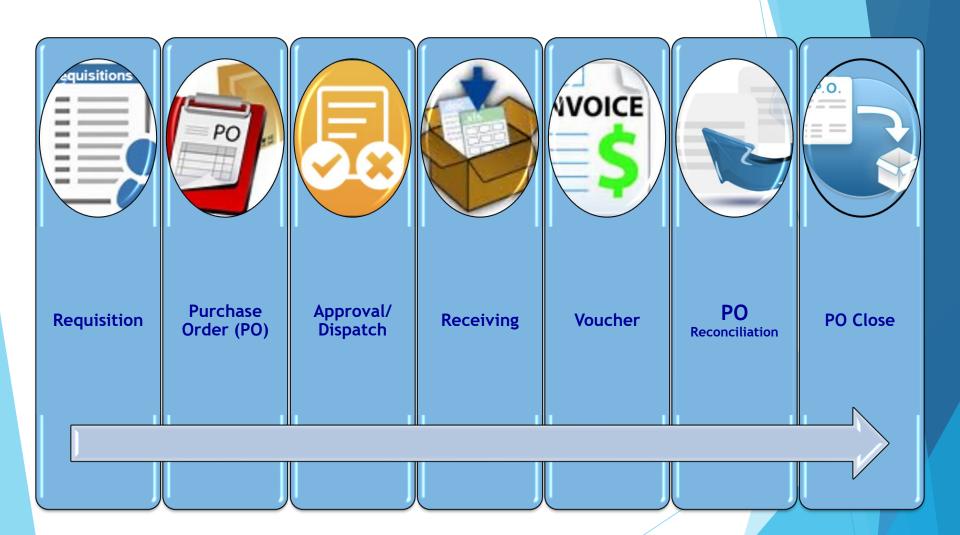
Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
C25	90001	0001	0304	B009	A0009	AY2019

What is a SpeedChart/SpeedType?

- A SpeedChart/Type code is used to automatically populate 5 of the 7 fields that make up the COA chartfield string.
- Within revenue, the register code is used similar to a SpeedChart. By entering the register code all applicable fields will populate except for Dept.
- Within expenses or GL/KK, enter your Program Cost Account (PCA) in the SpeedChart/Type field and the system will auto populate Batch Agency, Fund, Program, Appropriation Number, and PCA.
- In most cases, you will need to enter the two other fields, account and Appropriation Year because this can be different.
- Enter the Appropriation Year (year is based on the ending period of the current fiscal year, i.e. AY2019, unless the item was accrued).



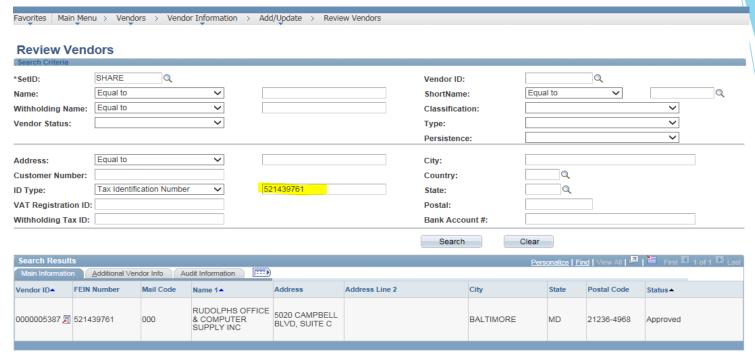
Lifespan of a Procure to Pay Document



Vendor ID Information:

- Before beginning a PTP document, such as a requisition, Express PO or voucher, the vendor ID must be known.
 - If using an existing contract from the current listing, always use the vendor ID specifically stated.
 - Otherwise, if the vendor ID is unknown, a query of the system must be done first!
 - If a vendor does not have a valid ID, then the vendor maintenance form must be completed.

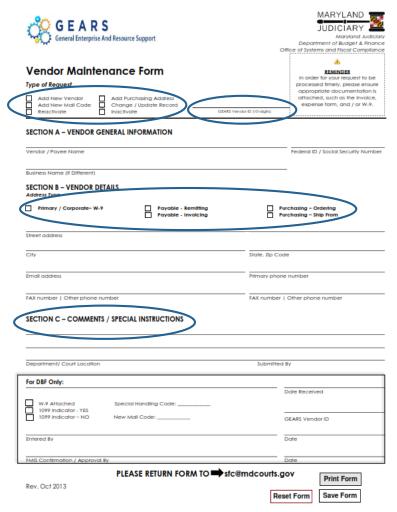
Vendor Search & Verification



- Searching for Vendors by FEIN# or SS# is recommended. If the number is unknown, ask the vendor. (SS# will never display in the system.) Example: Rudolph's Office Supply- FEIN# 52-1439761
 - Verify that the vendor information in GEARS matches your document/invoice:
 - > FEIN#
 - Remit to Address
 - If the PO is included on the BPO list, you must use the exact vendor ID (number) listed
 - Complete a Vendor Maintenance form if changes are needed.

Completing a Vendor Maintenance Form

- The form can be found on the GEARS Courtnet site under the forms link.
- Make sure the form is completed in its entirety including:
 - 1. Select a type of request.
 - 2. If updating an existing vendor, enter their GEARS Vendor ID.
 - 3. Section B- Select an address type.
 - 4. Add any necessary notes to Section C.
 - -If the vendor has a different remit to address add it here.
- Attach a copy of the invoice and/or W-9.
 (W-9 is required for a business name change.)
- Return to- sfc@mdcourts.gov
- DBF staff will notify you when the vendor has been updated and approved.



PO, Receipt & Contract Requirements Summary



eProcurement requisitions are required for purchases over \$500. DPCGA must solicit and source the requisition into a corporate PO.

Receipts:

- Are not required for Express PO's for purchases \$500 or less.
- Are required on purchases for goods on PO's issued by Procurement.
- Are not required for services.
- Express Purchase Order's
 - Are required for Judiciary Blanket Contracts. Contract numbers must be entered on Express PO's.
 - Refer to the Judiciary BPO List for the complete listing.
 - Are not required for purchases \$2,500 or less (CC/AOC only).

Things to Remember When Creating Procurement Documents



- Record important information such as serial number and period of coverage dates in the Name and Item Description fields.
 - Helps to identify the purchase and expense.
 - Greatly assist when creating requisitions for "service maintenance."
 - Do no use special characters (e.g., '/:;) in the description field.
- Attach contracts to express POs for blanket (BPO) contract vendors.
- Must set-up the requisitions/express PO's in the manner in which the goods and services will be received.
 - Goods/service at the <u>SAME</u> unit cost should be <u>Quantity</u>.
 - Service(s) with <u>VARYING</u> price should be <u>Amount Only</u>. Unit of measure (UOM) for "Amount Only" purchase documents should be AMT.
- Remember to check the Amount Only checkbox, if you are creating an "Amount Only" purchase document.
 - Located under the Attributes section on the Line Details icon.
- Know the correct budget codes (PCA) for your transaction(s).

Using the Tip Sheets provided, try creating a:

- Requisition
- > Express PO

All Tip Sheets are located on the GEARS courtnet website and should be referenced for exact steps during processing.

Creating A Requisition - Your Turn

Contractor/Vendor Supplier Solicitation

Vendor: N/A

Description: Solicitation for Professional Movers

Category ID: 0826

PO Qty.: 1 (Amount)

Justification: if needed

Needed to move all electronic equipment and install furniture with the new office location for (your name)

Merchandise Amount: **\$3,000.00** – price is estimated.

Comments:

Solicit for bids and ensure that movers can meet all requirements to disassemble and reassemble all furniture & equipment properly from the old location to the new. Can attach additional information.

Creating an Express PO - Your Turn

Amount Only with BPO

VENDOR:	SHURA INC.		
PO AMOUNT ONLY	AMT. ONLY CHECKBOX	CONTRACT ID	K16-0064-25
CATEGORY	0401 In State Operations		
UNIT OF MEASURE	AMT. ONLY		
MERCHANDISE AMT	\$225.00		
CONTRACT ID	K16-0064-25		

Creating an Express PO - Your Turn

Quantity Based

VENDOR:	Penn Jersey		
CATEGORY	0902 Office Supplies		
ITEM:	Daytimer Refill 2019 year	Manila File Folders 100/pk	Envelopes 50/box
PO QTY:	10	5	2
UNIT OF MEASURE	EACH	EACH	EACH
MERCHANDISE AMT	\$15.00	\$9.00	\$5.00
CONTRACT ID	BPO0000034142-2019		

Manage Requisitions - Sample Activity Timeline

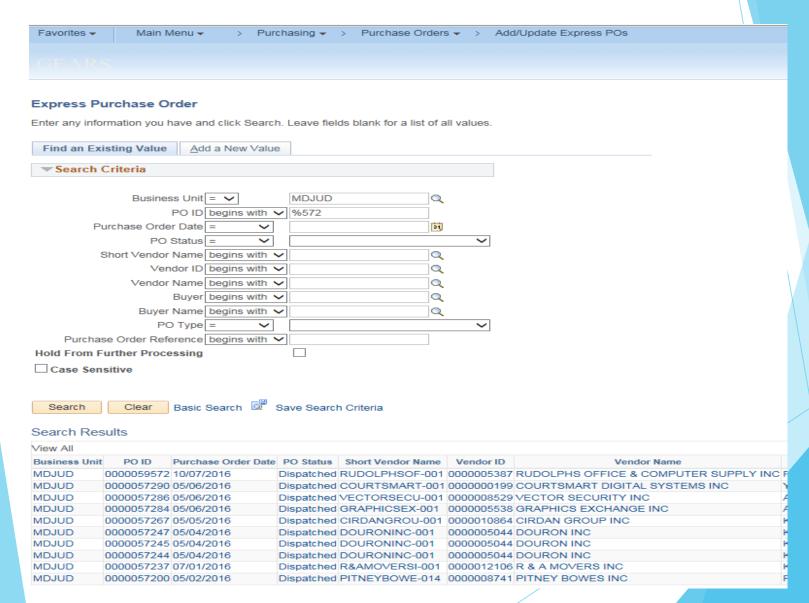
Requisition Activity - activity status timeline, actions: cancel, copy, edit, view approvals, view printable version

Manage Requisitions Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Approvals **Business Unit MDJUD** Requisition Name Cancel Requisition ID 0000005705 Request State All but Complete Copy **Budget St** Edit Date From Date To 04/19/2017 31 View Print Requester COLLEEN.CANTLEF Q Entered By Q Select Action1 Search Clear Show Advanced Search Requisitions ? To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Requisition Name Request State Reg ID Date Budget Total 17 609 84 LIST [Select Action] 0000005705 Av17 JIS 131 Change Order MD.IUD 10/25/2016 PO(s) Completed Priority Medium Requester Colleen Cantler Entered By Colleen Cantler Pre-Encumbrance Balance 0.00 USD 1 Purchase Change Requisition Approvals Receiving Returns Invoice Payment Inventory Orders Request Request Lifespan: Personalize | Find | 2 | Line Information First 1 of 1 Last Line Description Status Price Quantity UOM Vndr Name SCD INFORMATION × JIS 131 Change Order for Cal... PO Completed 17609.84000 USD 1.0000 AMT

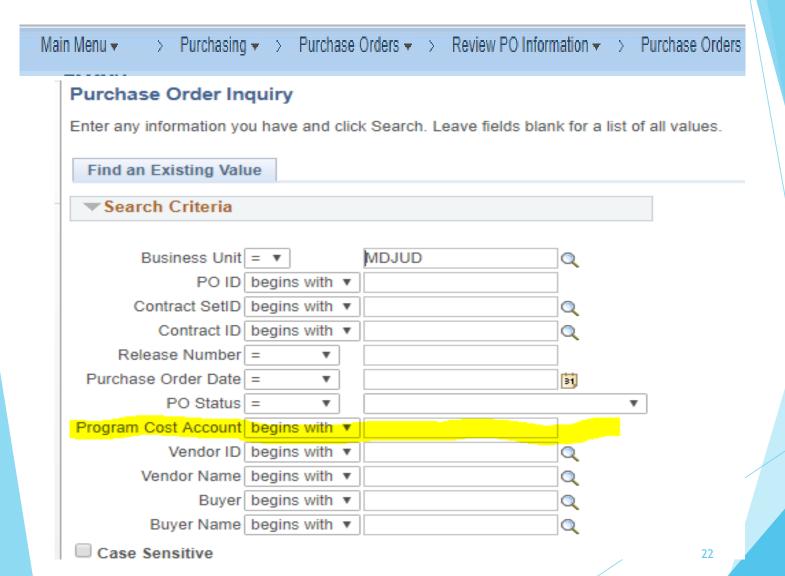
TECHNOLOGY LLC

Finding Existing POs

Main Menu > Purchasing > Purchase Orders > Add/Update POs > Find Existing Value



Another option to review PO's



Verify PO Information (prior to creating the voucher)

Breadcrumbs: Main Menu> Purchasing>Purchase Orders>Review PO Information>Purchase Orders

- Make sure the PO is Dispatched:
 - A PO cannot be used without being Approved, Budget Checked and Dispatched.
- Vendor:
 - Verify your vendor is correct, by searching the FEIN#, and verify the remit to address.
- Line Detail Setup:
 - Is the PO set up as quantity or amount only as needed?
 - Is a receipt required?
 - Receipts are required for goods and are optional for services.
- Chart Field:
 - Verify the account coding is correct based on the goods or services being purchased.
- Document Status:
 - Ensure the PO receipt has not been used previously.
- Encumbrance Balance (not year-end encumbrance):
 - Verify available open balance is correct.

These items are much more difficult to change once a voucher is created and may require additional steps, such as closing the voucher and cancelling the receipt.

PO Buydown Report

Breadcrumbs: Main Menu>Purchasing>Purchase Orders>Review PO Information>PO Buydown Report

- Tip Sheet is located on the GEARS courtnet website.
- > This report allows you to see the activity on a PO, including available line balances and the vouchers & receipts against the PO.
- > Run this report before vouchering against the PO.
- Ensure that the amount needed for the invoice is available on each required line.
- Run these reports on a regular basis to check all purchase order balances and activity.
- When a PO is complete, run the PO Close request process, which electronically routes the request to Procurement.
- Before requesting the PO to be closed, please ensure that all vouchers associated with a PO have been processed by accounts payable and are in "submitted to state" status. This can be done by reviewing the AOC MD Payment tab of the voucher. The status will show "Submitted to State" and a Ref. Document Number will be listed.

 Pay close attention to the PO Balance on each line.

Even though the overall PO may have an available balance, the line(s) you are vouchering against has to be able to cover the associated line(s) of the voucher.

Purchase Order Buydown Report



Cf Receipt ID

NE

Invoice

090672898

090672898

Inv. Dt

10/01/2017

10/01/2017

Report Criteria: Select: PO_ID = 0000062640 and Include Closed PO's

Run Date November 3, 2017

Run Time 8:57 AM

Voucher Amt

Vchrd Amt

72.45

26.15

Page 1 of 1

PO ID: 000006	2640											
PO Date	Vend	dor Id	Status									
07/01/2017	Cf	000731		XEROX CORPORAT								
		PO Line	Description			Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
	NE NE		SN XEL589877 Annual All Meter 1 (B&W) print				60091 60091	0001 0001	0809 0809	869.40 336.00	217.35 95.78	652.05 240.22
				PO Totals:			tals:	1,205.40	313.13	892.27		
	V	oucher ID:	: 00359410									
	Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt	
	NE	Receipt ib	089978147	08/01/2017	1	1	AY2018	6009		0809	72.45	
	NE		089978147	08/01/2017	2	1	AY2018	6009	0001	0809	39.18	
	Voucher ID: 00367968											
	C.f	Dessint ID	Invaire	Inv. Dt	Voucher	Voucher Dist Ln	Dud Dof	PCA	Fund	Account	Voucher Amt	
	Cf NE	Receipt ID	Invoice 090330052	09/01/2017	Line 1	1	Bud Ref AY2018	6009		Account 0809	72.45	
	NE		090330052	09/01/2017	2	i	AY2018	6009		0809	30.45	
	V	oucher ID:	: 00375746									

Voucher

Bud Ref

AY2018

AY2018

PCA

60091

60091

PO Report Totals:

Fund

0001

Account

PO Amt

1,205.40

0809

0809

PO Balance

892.27

Using the Tip Sheets provided, try creating a:

- > Receipt
- PO Receipt Voucher

All Tip Sheets are located on the GEARS courtnet website and should be referenced for exact steps during processing.

Invoice Number

The invoice number must be keyed in exactly as stated on the original invoice from the vendor.

If an invoice number is not provided by the vendor, the below standardizations should be followed.

Standardization for Judicial expense vouchers:

YYYYMMDDII (Date by year (month and day of the earliest day of travel on the form), first and last name initials of the employee as found on the vendor records in capital letters.)

Standardization for interpreter invoices:

IIMMDDYYHHMM (First and last initials, assignment date by month, day, year and docket time in hours/minutes.)

***For all invoices numbers that involve name initials, where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number.

Examples: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS. Sherry Bennett Harris, invoice number would utilize the initials SH

Standardization for vendor invoices that do not provide a written invoice number:

YYYYMMDD (Date of the invoice, followed by the initials of the company name (each word) in capital letters.)

Example: An invoice is received and dated March 15, 2018 from Office Supply Network. The user should enter the invoice number as 201805150SN.

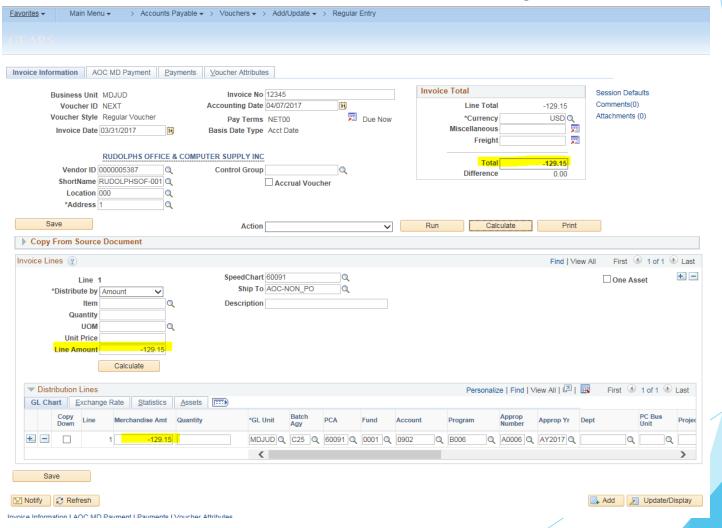
Attachments

- Make sure all pages are scanned and attached.
- All attachments need to be in PDF format. No exceptions.
- Unclear images, incorrect images, or no attachments will cause the voucher to be returned for correction and delay the payment processing.
- Make sure any required approval emails/letters are attached.
- Catering for Special Meetings, Events and Staff Appreciation
 - Meals must adhere to the approved per diem meal allowance rates.
 - Per diem rates are inclusive of tips, delivery fees, and taxes.
 - Provide the full list of attendees that food was ordered for.
 - If seeking reimbursement, vendor's original receipt must be provided with proof of payment.



Processing Credit Invoices

Enter them the same way you do a charge voucher; just make sure the dollar amount is entered as a negative.



Duplicate Invoices

When entering your invoices, you might get a Warning:

- e.g. "Warning-Duplicate invoice detected. See voucher 0017931 for Business Unit MDJUD. Voucher can be saved and posted." Please verify whether or not this is a duplicate voucher.
 - If after your review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have not saved the voucher, then you should select cancel. This will put you back into your current voucher page. From here, you should navigate to home. The system will then provide a second message stating that you have unsaved data. You should select cancel. The system will exit from your current voucher without saving the document or creating a new voucher number.
 - If after review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have saved the voucher, you can reuse (recycle) this voucher for another invoice. Make all necessary changes to match the new invoice that you are going to process, i.e. Vendor #, PCA, Amount, Invoice Date and Number, and attachment. Do not forward the invoice for approval until you have changed the voucher to the information on your new invoice.

Double Check your Voucher



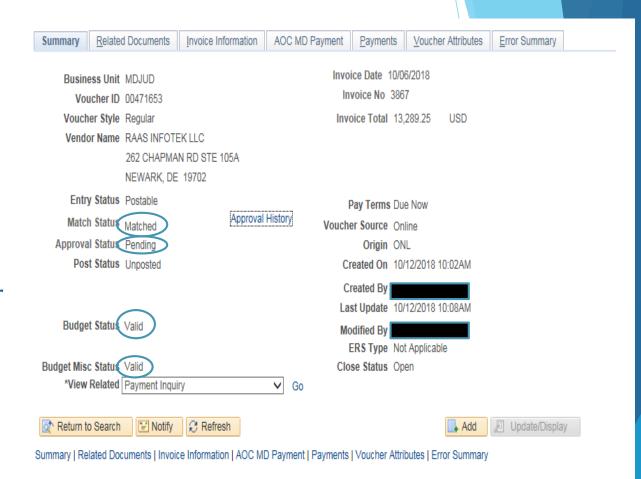
The circled sections should be verified.

Voucher statuses if completed correctly:

Match Status: No Match-non PO voucher Matched-PO voucher

Approval Status:
Pending-Submitted for
Approval
Approval
Approved-Approval is
complete

Budget Status, Budget Misc Status All Valid



Double check your Voucher



Incorrect statuses for a voucher that indicate further action is required:

Match Status:

Ready-Matching has not been run Exceptions-PO is not matched successfully to the voucher

Approval Status:

Not Submitted-Has not been submitted for approval Denied-Approval was denied

Budget Status, Budget Misc Status

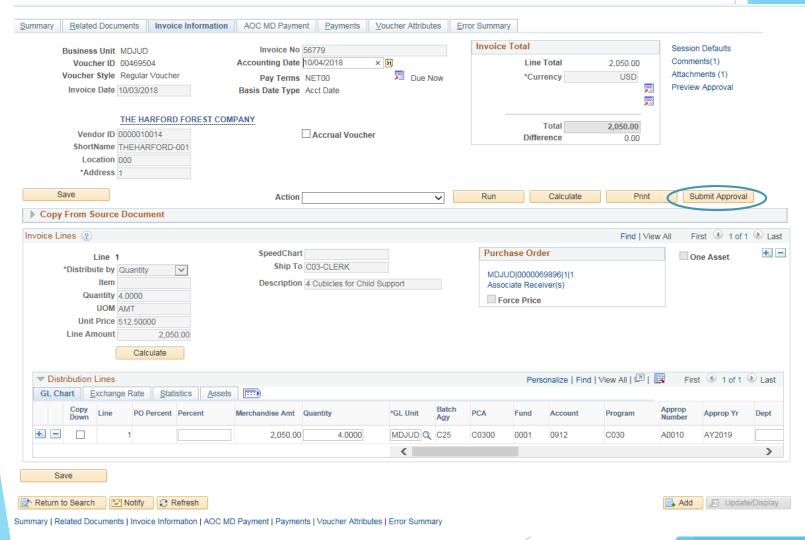
Not Checked-Budget checking has not been run

Error-Budget error has occurred

Did you Submit for Approval:

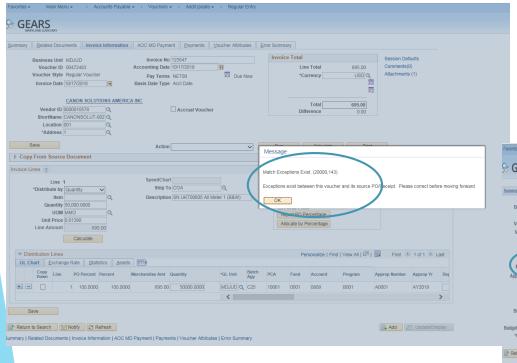
Verify that you have submitted the voucher for approval. This button will only display after a successful budget status has been reached.





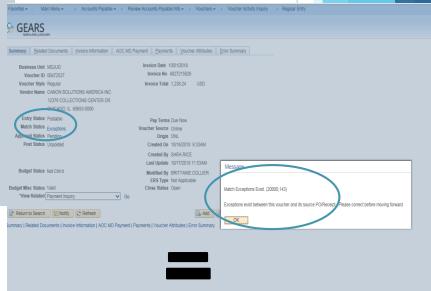
Match Exception Warnings

Exceptions give warnings when they are received.



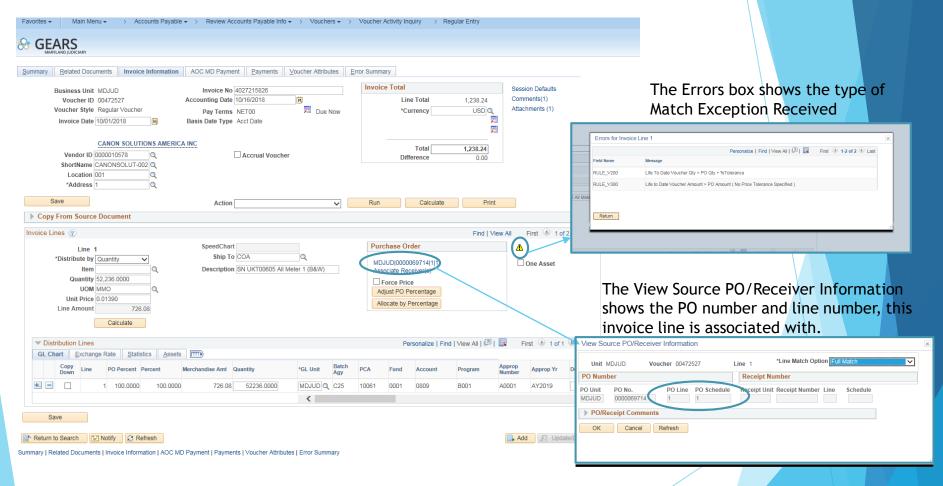


As well as when a voucher is reopened.



Identifying Match Exceptions



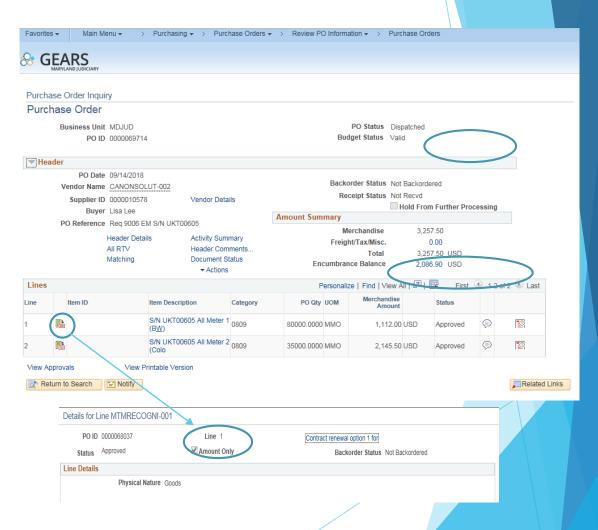


Researching Match Exceptions

Where to look:

- Open PO using PO Inquiry
 - a. Check PO status, should be dispatched.
 - Check encumbrance balance on PO Inquiry page.
 - -Ensure balance covers the invoice you are paying.
 - c. If the invoice is less than the PO amount for a service, ensure the PO line is marked amount only.





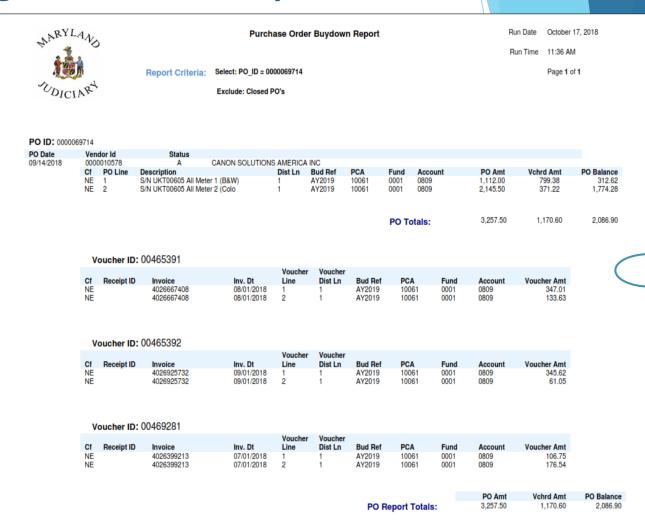
Researching Match Exceptions

Where to look:

- Run a PO Buydown Report
 - Check line available balances for the matching PO line from the voucher.

For this example, PO line 1 has \$312.62 available. The invoice line to be paid from the voucher is for \$726.00. So, the PO will need to be increased in order to process this voucher.





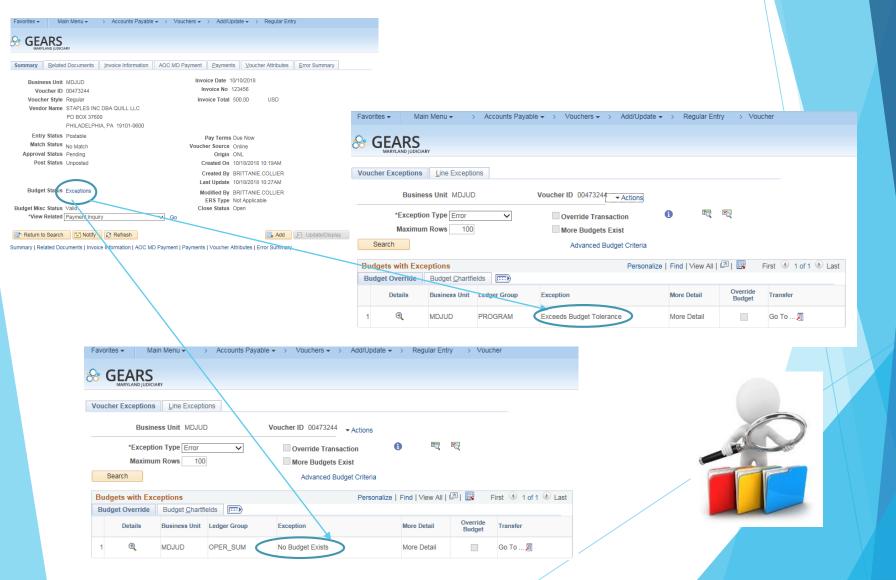
Correcting Match Exceptions

- Error: PO not in Dispatched Status
 - Solution: Contact the buyer listed at Procurement to dispatch the PO.
- Error: PO Encumbrance balance does not have enough money to pay invoice
 - Solution: Contact the buyer listed at Procurement to increase the PO. Supporting documentation will need to be provided, (i.e. invoice, contract, etc.)
- Error: PO line is not marked amount only
 - Solution: Contact Brittanie Collier, to disassociate PO from voucher. The buyer can then make corrections to the PO.
- Error: PO line balance does not have enough money to pay invoice.
 - Solution: Contact the buyer listed at Procurement to increase the PO. Supporting documentation will need to be provided, (i.e. invoice, contract, etc.).

Note: There are times that vouchers for copies will result in a match exception, where all items appear to be correct. The match exception can be caused by system rounding of the copy prices.

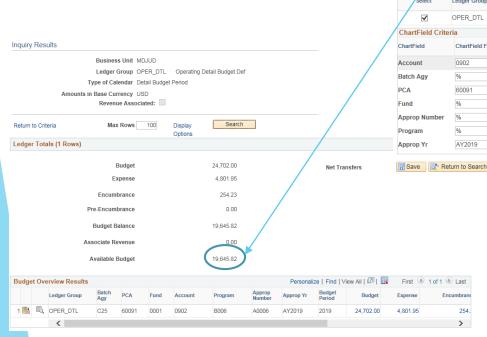
If this situation occurs or additional assistance is needed, please contact Accounts Payable or Brittanie Collier.

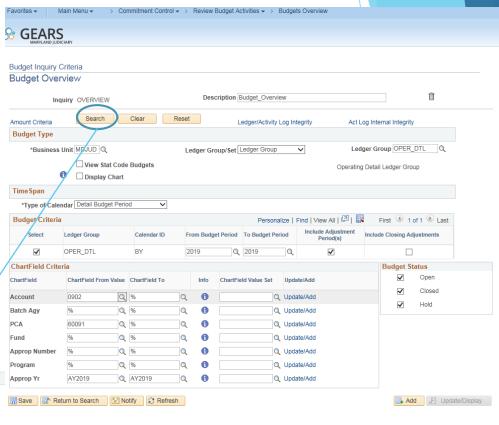
Identifying Budget Errors On Vouchers



Researching Budget Errors

Run Budget Overview Inquiry with the chartfield from your voucher to verify available funds.







How to Correct Budget Errors

- Error: Exceeds Budget Tolerance
 - Solution: Contact the Budget Unit.
- Error: No Budget Exists
 - Solution: Verify all chartfields were entered correctly (Tip: always use the speed chart). If all fields are correct, contact the Budget Unit.

Budget Unit Staff:

Kate Nagy- Unit Director, 410-260-1409

Ralph Sherrill- Supervisor, 410-260-1244

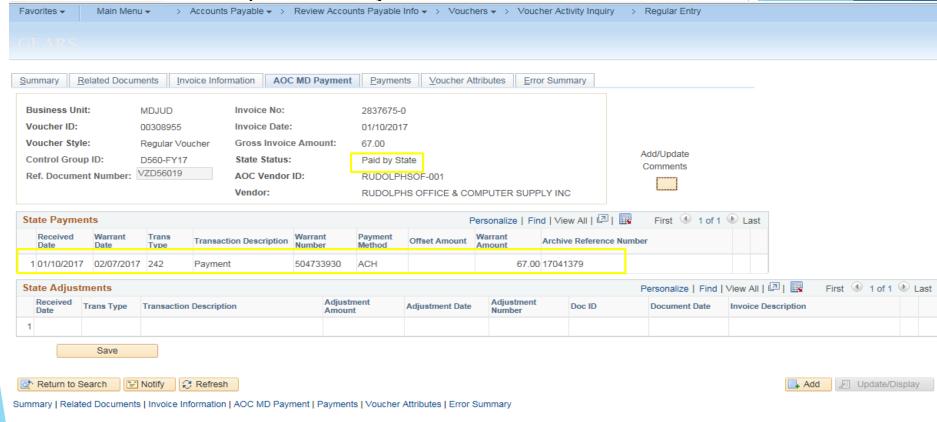
Dan Grote- Budget Analyst, 410-260-1593

Stephanie Emrick- Budget Analyst, 410-260-1592



Payment Information

The highlighted section shows the payment information as processed by GAD to the vendor.

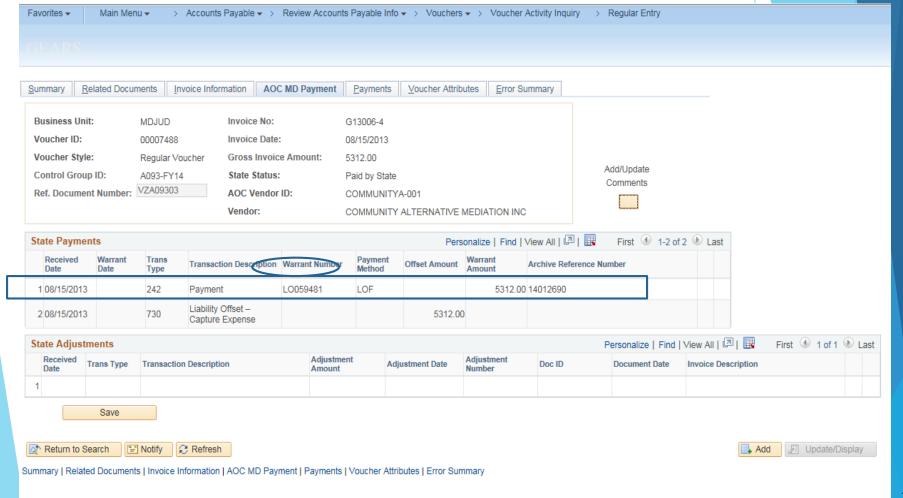


Payment Method Types:

- ACH- Electronic payment to the vendors bank account.
 - (To setup ACH payments, the vendor must contact the state's Comptrollers Office.)
 - CHK- Check payment is mailed to the vendor.

Liability Offset

- The highlighted section shows that Liability Offset has captured the payment due to an outstanding balance the vendor owes the state. The vendor will receive notification with information on where to call if they have questions. This notification can also be found in the attachments section of the voucher once received by the AOC.
- The Judiciary's debt to the vendor has been satisfied and nothing further needs to be done.



What to pay:

- Pay Current Activity A voucher should represent only the current activity/balance displayed on the supporting invoice. All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required. Sometimes, calls to the vendor are required to obtain copies of missing invoices.
- Remove sales tax & late fees from invoices, note this on the invoice before scanning, and notify the vendor so they can adjust your account.
- Before scanning these invoices, make the necessary notes and/or corrections on the invoice, then attach it to the voucher.

Prior Balance Research

Pay Current Activity- A voucher should represent only the current activity/balance displayed on the supporting invoice.

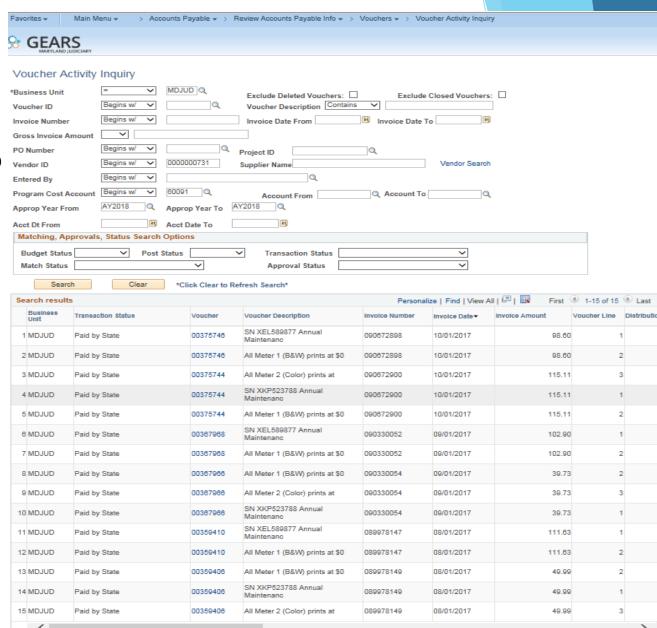


- All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required.
- Any missing payments cannot be made based on a past due balance. Contact the vendor to obtain copies of any missing invoices and process them separately.
- Use the voucher description field to enter your account or serial number to assist with research. Data in this field is printed on the remittance detail that is provided to the vendor, which can assist them in applying payments to the correct account(s).

Search Options:

- Using the Voucher Activity Inquiry, enter the vendor ID, PCA and Approp year or accounting date range.
- If you use the voucher description* to put identifying information, this can be used to search as well.

*Suggested to use this field to enter equipment serial numbers or account numbers.

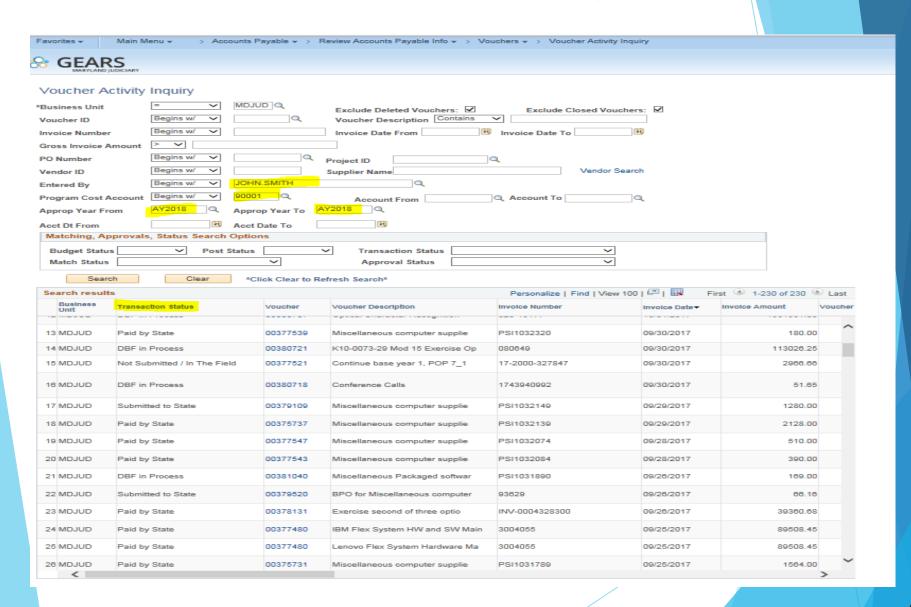


Voucher Activity Inquiries

Breadcrumbs: Accounts Payable>Review Accounts Payable Information>Vouchers>Voucher Activity Inquiry

- Run inquiries following the Tip Sheet provided and the recommendations document.
- The inquiry page will allow you to search the following criteria: Voucher ID #, PO #, PCA, Entered By, Budget Status, Approval Status, Match Status, Invoice Description, etc.
- Check this inquiry page on a regular basis to ensure all vouchers are moving forward in the payment process.

Voucher Activity Inquiry Example



Voucher Activity-Statuses

- Not Submitted / In the field If the voucher does not meet the criteria for being moved into the DBF queue, it would show this status. i.e., not submitted for approval, not budget checked.
- DBF in Process The voucher has been placed in a Control Group for payment. The control group can be found on the AOC MD payment tab of regular entry, Control Group ID.
- DBF Processing Hold -This status would capture those vouchers that are in one of the DBF special hold control groups for a specific reason or waiting on a pending action.
- Submitted to State The voucher has been submitted to the state for payment via our daily electronic file, as evidenced by the population of the ref document number. This information is found on the AOC MD Payment tab of the regular entry.
- Paid by State The voucher has payment information from the state in the AOC MD payment tab of regular entry.
- Cancelled Payment The voucher went through the payment selection process but subsequently, the payment was cancelled.
- Closed The voucher was posted and then subsequently closed.

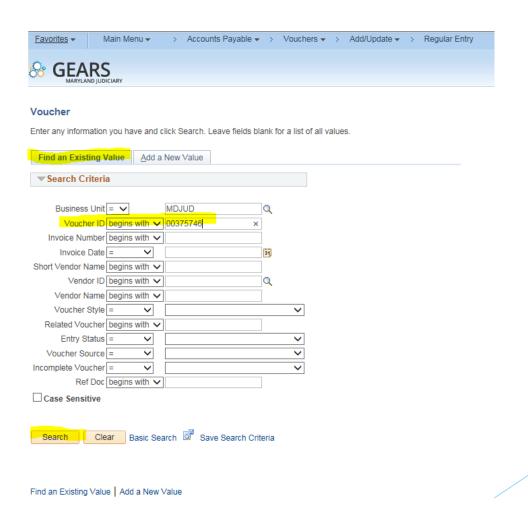
RIR Notifications

Workflow Notifications:

- Accounts Payable has identified that a correction is required before the voucher can be processed.
- Once you have revised the voucher, please reply to the RIR (with history) to: DBF Accounts Payable, so processing can continue in a timely manner.

Finding an Existing Voucher

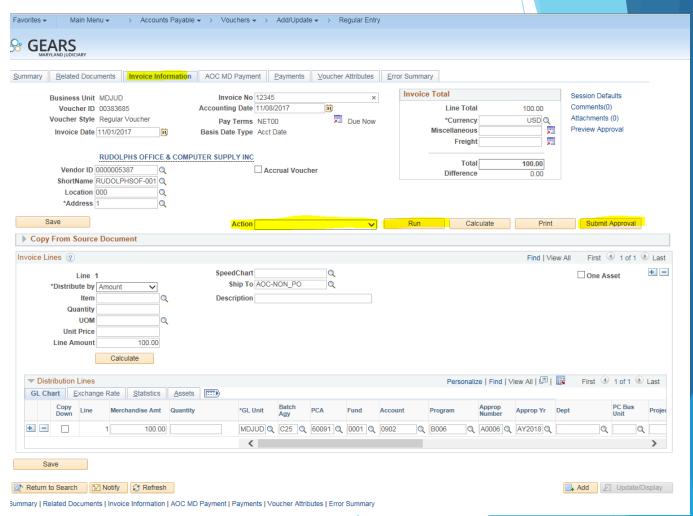
Breadcrumbs: Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry





Making Corrections & Resubmitting a Voucher

- On the Invoice Information Tab, make any and all necessary changes to the voucher.
- Once complete, re-run budget checking, and matching if needed.
- Re-submit for approval.
- Use the same process for using a "recycled" voucher.



How to Recycle a Voucher



If you have entered a voucher by mistake or if it is no longer needed, it is possible the voucher can be recycled. In order to recycle a voucher, it must have statuses of unapproved and not submitted. If the voucher is in DBF in Process Status, please contact Accounts Payable before recycling.

Follow the below steps to recycle the voucher, next time you have an invoice to process.

- 1. Find the existing voucher, enter the voucher number that is being recycled.
- 2. Go to the Invoice Information Tab and change all required information, i.e. Vendor, Amount, Invoice Number, Attachment.
- Run Budget Checking and/or Matching.
- 4. Submit tor Approval.

Monitoring Procurement Documents

Purchasing documents (POs/Requisitions) that will no longer be utilized to purchase goods or services <u>or</u> that has completed its purchasing lifecycle through to payment, should be closed.

Monitor (Monthly)

Analyze and cancel requisitions no longer needed Analyze and identify POs to be closed (Field) Close eligible POs (DPGCA)

Close (Monthly / Year End)

Close ALL POs (except DBF Encumbered POs)

If PO is for a contract period that crosses Fiscal Years, two requisitions and POs will need to be created. (POs cannot cross Fiscal Years)

Create (Year End)

Create and Submit new Reqs for POs with services beyond the Fiscal Year (6/30)

No prior year POs can be used after Fiscal Year End

*based on AOC Procurement guidelines

PO Close Request Page:

Run PO Buydown Report to show processed vouchers.

*All Tip Sheets are located on the GEARS courtnet website and should be

referenced for exact steps during processing.*

Any Questions?

Please feel free to Contact Us:

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